

Fair Political Practices Commission
MEMORANDUM

To: Chairman Getman, Commissioners Downey, Knox, and Swanson

From: Carla Wardlow, Chief, Technical Assistance Division

Date: September 9, 2002

Subject: Termination of Campaign Committees; Regulation 18404.1

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On January 15, 2002, the Commission adopted regulation 18404.1 as part of its implementation of Proposition 34.¹ This regulation, among other things, establishes specific time frames for candidates for elective state office and elected state officeholders to close their campaign committees. The regulation became effective on February 15, 2002. Following adoption of the regulation, staff of the Technical Assistance Division undertook the task of notifying affected committees of the new termination requirements.

Database Development and Notification Process

There was no known single database listing all committees controlled by current and former state candidates or officeholders. In order to reach as many committees as possible, staff notified candidates on the Secretary of State's (SOS) official list of certified candidates for primary elections held in 1996, 1998, 2000 and 2002. Approximately 350 candidates were listed for each election. In addition, all former state officeholders who are current members of Congress were notified if they had an outstanding state committee and each state candidate involved in a special state election was notified.

Candidate names were entered into one of nine different spread sheets developed in Excel that included, among other information, the committee's address, treasurer's name and address, date committee opened and identification number. An example of the spreadsheet is provided below. It also provides various sort mechanisms and labels may be produced. To ensure accuracy and obtain all of the information, three different SOS web site pages were reviewed and cross checked for each candidate.

C Last Name	C First Name	Comm. ID	Comm. For	Election Year	Date Term	O/S Debt	Term Deadline	Date Sent	Ltr Code	Date Fu Ltr Sent	F/U Ltr Code	Referral Date	C Street Address	C City	C State	C Zip Code
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¹ On October 11, 2001, the Commission adopted emergency regulation 18404.2 requiring that committees formed prior to 2001 by state candidates who no longer hold, or never held, elective office be terminated. That regulation was repealed and replaced by regulation 18404.1.

Each candidate's mailing included a memorandum tailored for the candidate/office, a fact sheet that includes helpful examples, and a copy of the regulation. (Copies attached.)² The memos were tailored to address particular situations such as when a candidate had more than one local or state committee. All candidates in an election from 2000 forward received notification. Only those candidates with open committees from the 1998 and 1996 elections were notified. Over 700 pieces of mail have been sent. Staff will continue researching the SOS web site for candidates with open committees not currently listed in one of the spreadsheets.

Because we are dealing with fairly old records for the 1996 and 1998 elections, approximately 15% of the letters have been returned because the address is invalid or the candidate has moved. We continue to search for other addresses if the candidate has an open committee.

Maintenance and Tracking Process

We receive copies of all statements of organization (Form 410) filed with SOS on a weekly basis. We check each state candidate's filings for termination statements. Before entering a termination date into our spreadsheet, we confirm that the termination has been logged at SOS. Staff estimates that over 400 committees will be required to terminate by December 2002. To date, approximately 50 of these committees have closed and we have received one request for an extension. We plan to send a reminder in November.

Staff resources devoted to this project include political reform consultants Trish Mayer and Cynthia Jones and office assistant Rene Robertson. They have logged approximately 640 hours to date.

² The Commission amended regulation 18404.1 in August, and the fact sheet was revised to reflect the changes. A copy of the revised fact sheet is also attached.